

DETROIT LIBRARY COMMISSION PROCEEDINGS**REGULAR MEETING****MARCH 19, 2019**

President Adams called the Regular Meeting of the Detroit Library Commission to order at 1:35 p.m.

Present: President Adams, Commissioners Bellant, Inniss-Edwards (joined via telephone), Friley

Excused: Gray, Jackson, Taylor (Ex-Officio)

Administrative staff: Mondowney, Brown, Bruni, Funchess, Ibegbu, Norfolk, Powell, Simmons

Present Also: Cheryl Blessett, Stacy Brooks, Lurine Carter, Enid Clark, Deborah Dorsey, Sean Everett, D'Andre Herron, Christina Ladson, Carolyn Mosley, Christine Peele, Yvette Rice, Tony "Whlgn" Robinson, Tiffani Simon, Allante Steele, Derick Suppon, Karlyta Williams

APPROVAL OF MEETING MINUTES

The minutes of the Regular Meeting of February 19, 2019 were approved as presented.

PUBLIC COMMENTS

Tony "Whlgn" ® "Robinson – The Whlgn" ® - Leaders Amongst Leaders- Mr. Robinson stated that his company had submitted a letter of intent to purchase the Gabriel Richard Branch Library. He said his company would like to give back to the community by working to inspire the next generation through creative arts.

Leaders Amongst Leaders was recently selected as one of six organizations of color to win a \$50,000 prize at the MBK Detroit Innovation Challenge.

Minutes were approved at the April 16, 2019 Commission Meeting

REPORT OF THE PRESIDENT

President Adams announced the following committee assignments for 2019:

Committee on Administration

Victoria Inniss-Edwards, Chair
Jean-Vierre Adams
Dr. Iris Taylor

Audit Committee

Franklin Jackson, Chair
Victoria Inniss-Edwards

Committee on Books and Literacy

Dr. Iris Taylor, Chair
Victoria Inniss-Edwards
Edythe Friley

Committee on Buildings

Russ Bellant, Chair
Edythe Friley
Cassandra Smith Gray

Committee on Finance

Franklin Jackson, Chair
Jean-Vierre Adams
Russ Bellant

Liaison to the DPL Friends Foundation

Cassandra Smith Gray (pending upon acceptance)

REPORT OF THE EXECUTIVE DIRECTOR

Prime Time Family Reading Time

Mrs. Mondowney reported that as part of the DPL's Sunday programming, the Children's Library at Main Library and the Redford and Wilder branches are offering "Prime Time Family Reading Time," a free six-week family reading program. Prime Time programs began on Sunday March 3, 2019 and will run through April 7, 2019. This is a fun and relaxing opportunity for families to bond through reading, discussion and storytelling. At the end of each session families receive a copy of the books that were read to create home libraries. Prime Time is funded through a grant from the Michigan Humanities Council.

Money Smart Week

Mrs. Mondowney reported that DPL will participate in Money Smart Week, March 30 – April 6, 2019. The Federal Bank of Chicago launched Money Smart Week in 2002 as an opportunity to provide consumers of all ages with information about money management. Programs for children, teens and adults are being held at several branches including Bowen, Campbell, Chase, Douglass, Knapp, Parkman, Redford and Wilder. Details are available at detroitpubliclibrary.org.

Duffield Branch

Mrs. Mondowney reported that the 41st Annual Albert H. Mallory Famous Black Hero Oratorical Contest was held on Saturday, February 16, 2019, at the Duffield Branch Library. This year's theme was African American politicians and civic leaders between 1865 -1949. Students from the Burton International and Thirkell schools participated. Zion Jones earned first place honors for his talk about Mary Church Terrell, Kyle Ross-McCullum was second place with his talk about Blanche Kelso Bruce, and Justice Jones earned third place for his speech about Ida B. Wells. Judge Ruth Ann Garrett was the featured speaker.

Branch Activities

Mrs. Mondowney reported the following activities:

- A workshop, "Cooking Matters: How to Save at the Grocery Store," will be held at 6 p.m., Tuesday, April 9, 2019, at the Sherwood Forest Branch. This is an opportunity to learn how make healthier and more affordable choices while shopping.

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- The Hubbard Branch will host representatives from the Detroit Collaborative Design Center. They will share information about the new P-20 (pre-school through post-secondary) Cradle-to- Career Campus planned on the Marygrove College campus. This program will be held at 4 p.m., on Wednesday, April 17, 2019.
- In celebration of National Poetry Month at 5 p.m. on Tuesday, April 30, 2019, the Bowen Branch will host tweens and teens who will write a group poem about the Library. Tween and teen poets will contribute words and lines that result in an unexpected poem that is revealed at the conclusion of their work together.

Comerica Bank, Java & Jazz

Mrs. Mondowney reported that the 19th Annual Comerica Bank, Java & Jazz series launched on Tuesday, March 19th with a 6 p.m. performance by vocalist Kimmie Horne. This series will feature great musical talent on the third Tuesdays of the month, from March – July. Mark your calendars and plan to hear saxophone virtuoso Yancy on April 16th, R& B artist Angela Davis on May 21st, the be-bop and swing era sounds of The Jazz Cycle on June 18th, and the vibrant and talented Marcus Elliot Trio on July 17th.

Bill Harris at Main Library

Mrs. Mondowney reported that on Sunday, April 7, 2019, Main Library will host an interdisciplinary collaboration, “I Got to Keep Moving,” featuring stories from author Bill Harris’ new work of the same title, with new original music composed and performed by the group, Balance. Balance members include pianist Michael Malis, saxophonist Marcus Elliot and drummer Gerald Cleaver.

We-Are-Familia Presents “Safe Space” Exhibit

Mrs. Mondowney reported that the creative works of local artists and designers will be featured in Main Library’s Galleria March 30 – May 1, 2019. The “Safe Space” exhibition is presented by We-Are-Familia.

Wayne County

Mrs. Mondowney reported that on February 19, 2019. DPL received a payment of \$122,139.40 from Wayne County for delinquent property taxes.

NOTED

Mrs. Mondowney encouraged everyone to pick-up a copy of the 2019 African American Booklist featuring black women writers. The booklist is shared with people from all over the country and it is recognized by others as a fine piece of work. Mrs. Mondowney thanked all of the librarians who contributed to this project for all of their hard work. She especially thanked Alma Simmons, Special Assistant to the Executive Director, who led the project along with Stacy Brooks, Manager, Skillman Branch, Christine Peele, Manager, Edison Branch, Lurine Carter, Coordinator for Children's Services, Atim J. Funchess, Assistant Director for Marketing and his staff.

COMMITTEE ON ADMINISTRATION**Approval of the Procurement Policy**

The Detroit Public Library administration, in its efforts to improve efficiencies in the Library's Finance and Business office and follow industry best practices, is seeking to update the existing Purchasing Policy. The existing Purchasing Policy was last updated and approved by the Detroit Library Commission on December 15, 2009.

The following is a summary of the recommended changes to the existing policy by the Chief Financial Officer and Finance and Business staff:

Change of the Department's Name

This policy changes the name of the department from Purchasing to Procurement. All references to Purchasing has been revised. The term procurement involves more than just buying goods and services, but encompasses the process of selecting suppliers, negotiating contracts and other aspects of the contract process, in which purchasing is just one aspect.

Bidding Requirements

This policy provides for the following changes to the bidding process, in order to ensure competition and best pricing for the Library.

Current Policy

Not Exceeding \$3,000
Purchases made at department's discretion

\$3,000 to \$10,000

Proposed Policy

Not exceeding \$5,000
Purchases made at department's discretion

\$3,000 to \$10,000

Minutes were approved at the April 16, 2019 Commission Meeting

Written Bids Required

Written Bids Required (Approval by Director for purchases \$10,000 - \$24,999.99)

\$3,000 or more

\$10,000 or more

Formal bidding process

Formal bidding process

Approval Thresholds

The revised policy also provides for the following changes to the approval thresholds:

	<u>Proposed Change</u>
Approval by Executive Director	\$10,000-\$24,999.99
Formal Approval by Commission	\$25,000

Given the trend in public procurement, approval thresholds have been increased due to greater transparency in the procurement process. All requests exceeding \$10,000 will go through a competitive process in order to award a purchase order and/or contract.

Debarment of Suppliers

The new policy adds the Library's policy on debarment of suppliers for non-performance. This provision is not a part of the current policy.

Disposition of Surplus/Obsolete Items

A policy for disposing of surplus/obsolete items has been added to this policy to give direction under which items may be disposed of by the Library.

Removal of Procedures

All procedures have been removed from the new policy. The procedures for procuring goods and services are a part of the procedures manual followed by the departments.

Detroit Public Library Procurement Policy

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Policy Number:

Commission Approval Date:

Effective Date of Policy Revised Policy:

Minutes were approved at the April 16, 2019 Commission Meeting

1.0 Purpose

The Procurement Department is responsible for the procurement of goods and services excluding print and non-print material (books, videos, databases, DVDs), for the Library and in accordance with the Library Commission Procurement Policy of October 1, 1985.

2.0 Policy

The Detroit Library Commission requires approval of routine contracts in excess of \$25,000 to be awarded on the basis of competitive bid or Request for Proposal. In addition, the Procurement Department reserves the right to solicit competitive bids at any amount, whenever known competition exists.

Any contract between DPL and a non-DPL party is enforceable by law. No contract may be signed on behalf of DPL unless it has first been approved, by the Library Commission. The Detroit Public Library (DPL) Purchase Order (PO) is legal and binding. The PO is an offer to buy the specific goods or services described therein. All contract documents and agreements pertaining to a new or existing purchase order shall be authorized, in writing, by Procurement.

It is the responsibility of all staff to take appropriate steps to ensure that the Library does not knowingly enter into any procurement transaction which has not been authorized by the Procurement Department, Executive Director or the Detroit Library Commission.

3.0 Definitions

The following definitions are for terms used within this procedure for clarification of the form and process.

3.1 Credit Cards: DPL maintains credit cards for Library-related purposes only. All purchases must be for the benefit of DPL.

The Credit Card Policy establishes guidelines for appropriate use of DPL credit cards. The Policy is designed to clarify DPL credit card use and to avoid violation of state mandates and IRS codes regarding credit card use.

See *Credit Card Policy* Number # 300.B.003 (available upon request)

- 3.2 Debarment:** Debarment is a serious action that may lead to a supplier being excluded from procurement transactions with DPL for a period of up to three (3) years due to allegations of fraud, mismanagement and similar actions.
- 3.3 Emergency:** A frequently used term with wide range meanings. For the purposes of this procedure an Emergency is a situation or condition that affects the health and safety of the staff and customers or has an immediate impact causing the Library not to function.
- 3.4 Formal Bid:** Formal Bids (Invitation for Bid (IFB), Competitive Sealed Bids) are used to introduce open competition to the procurement process. The document is prepared based on specifications prepared by the requestor and distributed by the Procurement Department. Bids are to be sealed by the Supplier and submitted at a specific time and place as required by the document. At the stated time and date all bids received are opened and read aloud in a public meeting room.
- 3.5 Professional Services:** Services provided by an independent contractor possessing an advanced, specialized type of knowledge, expertise, or training customarily acquired by a prolonged course of study like accountants, attorneys, architects, physicians, and engineers.
- 3.6 Qualified Bidders:** Bidders who have sufficient financial resources and capability to finance the work to be performed in a satisfactory manner; have shown evidence that their physical resources are sufficient to perform the requested services or ensure delivery of equipment; and/or has a satisfactory performance record on past or current contracts.
- 3.7 Rare or unique items** an item whose rarity or excellence makes it especially worth collecting including books paintings and statuary.
- 3.8 Request for Proposal (RFP):** A document prepared by the requesting department that provides a description of the desired outcome that the department wishes to accomplish. This method allows for more creativity in reaching the final outcome shifting responsibility and expertise to the Suppliers. While written requirements and a Scope of Services are developed, this method allows for additional discussions, clarifications and negotiations. Request for Proposals are coordinated and issued only by the Procurement Department.

- 3.9 Request for Qualifications:** An RFQ (Request for Qualifications) is a qualifications-based selection process. It is NOT a bid. It is a request for firms to submit their qualifications to be considered for a project. It is applicable for professional services (similar to legal services). The intent of an RFQ is to allow a selection based upon the most qualified for the project. A contract may be awarded as a result of an RFQ or this may be used as the first step, prior to issuing an RFP. It provides the ability to negotiate a fee with selected company.
- 3.10 Restricted Funds:** Funds provided through grants and/or donations for which there are specific guidelines governing how the funds shall be utilized by the Library.
- 3.11 Sole Source:** Purchases in which a single company or firm is the only source able to provide a good or service.
- 3.12 Specifications:** A detailed, comprehensive statement of the particular needs to be satisfied, or essential characteristics of a good service. Specifications must be sufficiently complete to ensure DPL needs are adequately met, broad enough to ensure competition and drawn to reflect the procurement needs of DPL, rather than favor a particular Supplier. Specifications are divided generally into two main categories:
- 3.12.1** Performance specifications: conform to known customer requirements within a specified range.
 - 3.12.2** Technical specifications: express the level of performance of the individual units.
- 3.13 Surplus/Obsolete Property:** Property of the Library for which there is no current or future need.

4.0 Authority and Responsibility

- 4.1** The purchase of goods and services for the Library is the responsibility of the Chief Financial Officer acting on behalf of and through the authority of the Library Commission.
- 4.2** Under the Detroit Library Commission's and administrative policy, only the Executive Director, Chief Financial Officer and the Procurement Manager are authorized to contractually commit the Library to the purchase of goods and services.
- 4.3** An agreement is typically created by the issuance of a purchase order, signed by the Procurement Manager, or the signing of a contract by the Executive Director, Chief Financial Officer, or in special circumstances, by the Library Commission.

- 4.4 The Procurement Manager, under the supervision of the Chief Financial Officer, is the designated agent, with authority to negotiate purchases and award contracts and leases in accordance with the policies and procedures of the Library.
- 4.5 Executive Director, Directors, Associate Directors, Assistant Directors, Department Managers and any other personnel with organization responsibility have the following procurement responsibilities:
 - 4.5.1 Procurement planning, including identification of required goods and services within areas of administrative responsibility, and associated cost estimates.
 - 4.5.2 Initiation and/ or approval of purchase order requisitions for goods and services, and verification of availability of budgeted funds in the appropriate accounts.

5.0 Manner of Procurement

- 5.1 The Procurement Manager has the authority to negotiate all purchases and award contracts and leases as approved by the Library Commission and Administration.
- 5.2 Whenever practical, all purchases of supplies and equipment shall be made on the basis of competitive pricing to appropriate specifications. All bids, Request for Proposals and specifications shall be available for inspection by the parties involved.
- 5.3 The Request for Proposal/ Bid Process is initiated by the issuance of a Purchase Requisition by the requesting department and follows the same procedure as the standard request.
- 5.4 Specifications for the solicitation of bids are the responsibility of the requestor. On occasion a requestor may seek assistance from an expert to develop specifications. Procurement will review specifications and place the information in the IFB.
- 5.5 Purchases not exceeding \$5,000.00 may be made at the discretion of the Procurement Manager with consideration to price and availability, using a Purchase Order.
- 5.6 The purchase of goods and/or services ranging from \$5,000.00 to \$9,999.00 shall be made after obtaining quotes or proposals from potential suppliers. Every effort shall be made to ensure adequate competition for these purchases.

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- 5.7** All Requisitions for items or a group of related items, having a cost of \$10,000.00 or more shall be subject to the formal bidding process. The formal bid process may be carried out through advertisements in a local medium, the Detroit Public Library Web Page and via BidNet Direct.
- 5.8** The purchase of goods and/or services ranging from \$10,000.00-\$24,999.99 for a single item, or group of related items. This amount is a cumulative total across all DPL Branches and Departments based upon an annual basis. Such purchases shall require written bids from a minimum of three (3) qualified Suppliers (where practicable) and shall be approved by the Executive Director.
- 5.9** The purchase of goods and/or services valued at \$25,000.00 and above for a single item, or group of items shall only be made upon carrying out a formal bid process and the subsequent approval of the Library Commission.
- 5.10** Contracts and agreements for more than one year shall only be authorized upon approval of the Library Commission. Annual renewals will be permitted based upon satisfactory performance, as authorized by DPL's Administration.
- 5.11** Any attempt to usurp the required approvals by dividing purchases into smaller amounts is prohibited by this Policy.
- 5.12** Cooperative agreements with other Library cooperatives or governmental agencies may be practiced whenever such practice is economical and/ or desirable. Where competitive pricing has been secured under cooperative Purchasing agreements, bid requirements will be waived.

6.0 Contract Process

6.1 Major Contracts

The following are categories of major purchases:

<u>Type of Contract</u>	<u>Dollar Valuation</u>
<i>Good and Services</i>	<i>\$10,000.00</i>
<i>Public Works Contracts Construction</i>	<i>All</i>

Non-Professional Services <i>Including, but not limited to, Lawn maintenance, Security, Janitorial</i>	\$25,000.00
Professional Services Contracts <i>*Cumulative for a one-year period</i>	\$15,000.00

If the purchase entails a major expenditure, the Procurement Manager shall provide for the procurement by the issuance of an IFB or RFP, as follows:

- ☐ Clearly and thoroughly describing the requirements of the Library. The requirements shall avoid the use of restrictive specifications, which might unduly limit the number of bidders;
- ☐ Publicize the IFB or RFP in a local medium, readily accessible by potential bidders. In cases where the Procurement Manager deems it advisable, (s) he may also advertise for such bids in trade journals and other publications and/or may send copies of bids to firms likely to be interested therein. Such advertisement shall accurately and clearly describe the subject matter of the proposed purchase. The advertisement shall identify the time and location for submitting bids and any additional information pertinent to the solicitation. After publication of the solicitation, any changes shall be communicated via an addendum. In cases where the addendum represents a material change to the requirements, the due date shall be extended for a minimum of seven (7) days to allow prospective bidders to prepare and submit bids.
- ☐ Receive written bids or proposals submitted by prospective contractors;
- ☐ In the case of an IFB, the contract shall be awarded to the lowest responsible bidder; Awards for an RFP are made to the highest-ranked proposal. Whenever the lowest bidder is not recommended for the award, specific reasons for rejection of that bid shall be made as a matter of record.
- ☐ The above requirements shall not be applicable if any one of the following conditions is found to exist:
 - ☐ The expenditure involved is not "major";
 - ☐ Public exigencies require the immediate delivery of the goods or performance of the service;

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- ☐ Only one source of supply is available and the Procurement Manager shall so certify;
- ☐ The services to be performed are professional in nature; or
- ☐ The item to be acquired is rare or unique.

6.2 Commission Approval

Except for print and non-print materials, and unless generally or specifically accepted by the Detroit Library Commission, purchases in excess of twenty-five thousand dollars (\$25,000.00) shall be awarded by the Commission after the receipt of bids.

7.0 Exceptions to the Regular Procurement Process

- 7.1** Specific Library staff may act as an agent of the Detroit Public Library and directly purchase the following items.

<u>Item</u>	<u>Position Authorized</u>
Print & Non-Print Materials	Assistant Director of Technical Services
Temporary employment services	Director of Human Resources
Emergency Facilities Repairs	Assistant Director of Facilities

- 7.2** Exceptions to the requirement for “Sealed Bids” and Request for Proposals are for Professional Services, an item being “Rare or Unique”, and a “Sole Source”.

- 7.3** The Purchase of consulting services is subject to the following procedures:

- 7.3.1** The use of a consultant and the associated project must be approved by the Executive Director and the Chief Financial Officer (for the purpose of verifying funds availability) **prior** to beginning the consultant selection process for consulting services with an estimated cost greater than \$10,000.00.

7.3.2 Unless only one consultant is considered appropriately qualified, proposals outlining work to be performed and cost of such work should be requested from a minimum of three consultants. Selection should be based on level of service, references and cost.

7.3.3 Terms of the consulting engagement, including specific work to be done and financial commitment by the Detroit Public Library, must be documented in writing and signed by the Executive Director and Chief Financial Officer.

7.3.4 A contractual commitment on the part of the Detroit Public Library exists when a signed contract or authorizing letter is delivered to the consultant. Prior to delivery of the contract document (with both parties' signatures) and the beginning of the consulting engagement, the document must be submitted to the Chief Financial Officer to ensure budgeted funds are available.

7.4 The need for emergency or immediate purchases is discouraged and should occur only in very rare instances.

7.4.1 In those rare instances where immediate purchases are unavoidable, necessary due to a situation or condition that affects the health and safety of the staff and customers or has an immediate impact causing the Library not to function

7.4.2 Once the emergency situation has been resolved, a requisition shall be submitted for issuance of a purchase order along with copies of receipts for the purchase.

8.0 Restricted Funds

For items to be purchased utilizing grants or other restricted funds, the Procurement Department shall have the approval of the individual designated as being responsible for oversight of the funds. This additional step ensures that purchases from those accounts are appropriate and do not violate any restrictions set up in the Grant or Fund.

9.0 Conflict of Interest

9.1 Conflict of Interest – Board of Commissioners

This policy establishes that: “No member of the Detroit Public Library Commission, individually or through a business in which he or she is an owner, partner or has a financial interest other than as an employee, will be allowed to bid or perform as a contractor or sub-contractor on any Library project.

9.2 Contracts with Library Employees – Current and Former

Procurement shall bring any situation that appears to be questionable to the immediate attention of the Executive Director of the Library. Business transactions involving Library employees and their immediate family members are strictly prohibited unless specifically approved, in advance, by the Detroit Library Commission. Prohibited transactions include purchases from or contracts with

- 1) An employee of the Library or their immediate family member
- 2) A firm in which the Library employee or their immediate family member is a partner, employee, director, officer, substantial stockholder, or stands to achieve personal or monetary gain; and/or where the Library employee has solicited the contract, engaged in negotiation regarding the contract, or represented either the firm or the Library in the transaction.

This applies to all Library employees and immediate family members, defined as spouse, parents, child(ren) or loco parentis.

10.0 Debarment Policy on Non-Responsible Supplier in Procurement

In order to ensure the effective and efficient administration of and maintain the integrity of Detroit Public Library's (DPL) procurement practices, it is the policy of Detroit Public Library to conduct business legally and only with responsible suppliers. Toward this end, DPL shall have the discretion to exclude from participation in its procurement activities any supplier who is debarred pursuant to this Debarment Policy or who appears on any suspended, excluded or debarment list issued by any agency of any Federal, State or local government.

Debarment is a serious action that may lead to a supplier being excluded from procurement transactions with DPL for a period of up to three (3) years. Accordingly, debarment shall be used only in the public interest and for the Library's protection, not for purposes of punishment. The Procurement Department shall maintain a list of suppliers that are debarred from doing business with the Library.

This policy applies to:

1. Any supplier who has participated, is currently participating or may reasonably be expected to participate in a procurement;
2. Any affiliate of a supplier who is currently participating or may reasonably be expected to participate in a procurement.

10.1 Reasons for Debarment

The causes of debarment are not intended to be an exhaustive list of the acts or omissions for which a Supplier may be debarred; other grounds may be a basis for debarment. DPL may debar a Supplier for any of the following reasons:

10.1.1 A finding by the Library that a Supplier, or an officer or owner of a 25% or greater share of the company, has within the last three (3) years demonstrated a lack of integrity that could jeopardize the Library's interest if the Library were to contract with the Supplier. Factors that may result in a finding that a Supplier is not able to perform responsibly include, but are not limited to, any of the following:

- A conviction for a criminal offense incident to the application for or performance of a contract or subcontract with the Library.
- A conviction for a criminal offense which negatively reflects on the Supplier's business integrity, including but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, negligent misrepresentation, price-fixing, bid-rigging.
- A loss or suspension of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.
- A conviction of a criminal offense or other violation of other state or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the Library indicates that the Supplier is unable to perform responsibly or which reflects a lack of integrity that could negatively impact or reflect upon the Library.
- A violation of federal or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.

10.1.2 A finding by the Procurement Department that the Supplier is not able to perform responsibly, based upon any of the following:

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- Violation by the Supplier of bid solicitation procedures or violations of the terms of a solicitation after bid submission.
- Failure by the Supplier to substantially perform or unsatisfactory performance of a Library contract or subcontract according to project specifications and to its terms & conditions, and within specified time limits.
- Failure by the Supplier to respond to requests for information regarding Supplier performance or accumulating repeated substantiated complaints regarding performance of a contract or purchase order.
- Failure of the Supplier to perform a Library contract or subcontract in a manner consistent with any applicable state or federal law, rule, or regulation or Library policy.
- Failure to provide adequate support documentation as evidence of compliance with Certified Payroll records and/or copies of pay stubs for all employees working on Library premises.
- Performance or conduct on one or more contracts which caused or may have caused a threat to the health or safety of the Supplier's employees, Library employees, the general public or property.
- Commission of any other act indicating a lack of business integrity or honesty, including, but not limited to, non-compliance with public policy, deficiencies in on-going contracts, false certifications or statements, fraud in performance or billing or lack of financial or technical resources.

10.2 Reporting Requirements

To maintain status as an active Supplier, the Library requires Suppliers to annually report the following:

1. All officers of the Supplier.
2. All persons owning a 25% or greater interest in the Supplier.
3. Any conviction or violation of state or federal law as determined by a court of competent jurisdiction or in an administrative proceeding attributable to the Supplier, an officer of the Supplier, or a person owning a 25% or greater interest in the Supplier within the last 3 years.

Library Departments or Divisions shall report to the Procurement Department any convictions or violation of law, which may constitute grounds for debarment by the Library.

10.3 Debarment

In actions based upon criminal conviction or civil judgment, or in which there is not a genuine dispute over material facts as determined by the Procurement Manager, the Procurement Manager shall make a recommendation for debarment to the Chief Financial Officer.

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This recommendation is based on all of the information in the administrative record, including any submission made by the Supplier.

In actions in which there are disputed material facts, the Procurement Manager shall schedule a meeting to gather facts from the Supplier. Based on the results of this meeting, the Procurement Manager shall make a recommendation for either debarment or for dismissal of the action to the Chief Financial Officer.

If debarment is imposed, the Supplier and any affiliates involved shall be given prompt notice. The notice of debarment shall include the following information:

1. Reference to the notice of debarment.
2. Specific reasons for debarment.
3. The period and scope of debarment including the effective dates.
4. An explanation that the Supplier has ten (10) business days after receipt of the notice of debarment to protest the debarment in writing to the Procurement Manager.

If debarment is not imposed, the Procurement Manager shall promptly notify the Supplier and any affiliates involved.

10.4 Debarment Appeal

A debarred Supplier may appeal the debarment action by written submission to the Procurement Manager stating in detail the reasons that debarment is in error. The written appeal shall be received within thirty (30) days after the date of the notice of debarment. The Procurement Manager shall review all facts on which the debarment was based and the Supplier's appeal, and shall make a recommendation to the Chief Financial Officer to either uphold or overturn the debarment. Any decision by the Vice President shall be made within 45 days of receipt of the written appeal. The Supplier shall be notified in writing of the decision.

The Procurement Manager may reduce the debarment period, upon the debarred Supplier's request, supported by documentation for the following reasons:

1. Newly discovered material evidence.
2. Reversal of the conviction or civil judgment upon which the debarment was based.
3. A good faith change in ownership or management.
4. Elimination of other causes for which the debarment was imposed.

10.5 Period of Debarment

Debarment shall be for a period commensurate with the seriousness of the Supplier's actions and causes for debarment not to exceed three (3) years. After the debarment period expires, the Supplier may reapply for inclusion in the Procurement process.

11.0 Disposition of Surplus/Obsolete Property

From time to time, the Library finds it necessary to dispose of surplus/obsolete materials, equipment, etc. because it is no longer needed or useful. Items shall be disposed of using sound business practices, trying to get the highest value for the Library, but also taking into consideration the cost and time associated with the disposition. These surplus items:

- have resale value regardless of dollar amount;
- are not routinely discarded as waste;
- are no longer in use;
- are still functional for the purpose for which it was intended.

Detroit Public Library, acting through the Procurement Manager may:

- periodically sell the surplus property by competitive bid or auction;
- offer the property as a trade-in for new property of the same type, if that action is in the best interests of the Library;
- order any of the property to be destroyed or otherwise disposed of as worthless if there was an attempt to sell the property and received no bids.

NOTED

Commissioner Inniss-Edwards stated that the Committee on Administration had met prior to the Commission meeting and approved the procurement policy to be presented to the full Commission with the following friendly amendment:

Review and revise the responsible contractor evaluation matrix that was approved by the Commission in December 2009 and incorporate it into the procurement policy and procedures.

COMMISSION ACTION

Commissioner Inniss-Edwards moved approval of the procurement policy. Commissioner Bellant supported.

Minutes were approved at the April 16, 2019 Commission Meeting

DISCUSSION

President Adams suggested that the following changes be made to the procurement policy:

4.0 AUTHORITY AND RESPONSIBILITY

Section 4.2, 4.4: Change language to “execute on behalf of the library to contractually commit to the purchase of goods and services.”

5.0 MANNER OF PROCUREMENT

Section 5.6: Change language to “The Purchase of goods and/or services ranging from \$5,000.00 to \$9,999.99 shall be made after obtaining no less than (3) three quotes or proposals from potential suppliers.”

Section 5.10: Change language to “Annual contracts and agreements with renewal options will be submitted to the Commission for approval.”

7.0 EXCEPTIONS TO THE REGULAR PROCUREMENT POLICY

Section 7.1, 7.3: Remove “Temporary employment services” and “Consulting services” from the policy and revise. Re-submit to the Commission for approval to add back to the policy.

10.0 DEBARMENT POLICY ON NON-RESPONSIBLE SUPPLIER IN PROCUREMENT

Section 10.1.1: ***Bullet #2** - Change language to ‘intentional misleading.’
 ***Bullet #4** – Remove “which in the opinion of the library.”

Section 10.3: Change language to “Procurement Manager shall make recommendation to Chief Financial Officer (CFO) for debarment of a supplier. CFO shall present findings to the Commissioner for final determination of debarment.”

Section 10.4 Change language to “Any decision by the Committee on Administration, led by the Vice President, shall be made within 45 days of receipt of the written appeal.”

Change language to “The Commission may reduce the debarment period upon the debarred Supplier’s request.”

11.0 DISPOSITION OF SURPLUS/OBSOLETE PROPERTY

Section 11.0: Change language to “The disposition of DPL’s property goes through the City of Detroit disposal process followed by the ratification of the Commission to dispose of surplus/obsolete property.”

COMMISSION ACTION CONT'D

Commissioner Inniss-Edwards moved to amend the motion to approve the procurement policy with the necessary corrections. Commissioner Bellant supported. President Adams opposed. The motion carried.

Approval of the Human Resources Report

The Human Resources Department Report provides information regarding personnel actions taken from February 1, 2019 through February 28, 2019. These actions have been approved by Administration.

APPOINTMENTS (0)

RETIREMENTS (0)

SICK LEAVE PAYOUTS (0)

TOTAL PAYOUTS = (0)

POTENTIAL RETIREMENTS (2) Pending COD Approval

Employee Name	Title	Last Day Worked
Paula Beaudoin	Manager	March 31, 2019
Julianne Fornell	Librarian III Assistant Manager	June 1, 2019

SEPARATIONS (1)

Employee Name	Title	Last Day Worked
Felicia Smith	Customer Service Representative	February 9, 2019

Minutes were approved at the April 16, 2019 Commission Meeting

EMPLOYEE HEADCOUNT

Headcount	February 2019	Headcount	February 2018
Budgeted Positions =	325	Budgeted Positions =	325
Active Employees =	306	Active Employees =	305
Vacant Positions =	19	Vacant Positions =	20

VACANT POSITIONS

POSITION	# OF BUDGETED POSITIONS	# OF FILLED POSITIONS	VACANT POSITIONS
Manager	25	21	4
Librarian III	29	28	1
Librarian I & II	24	21	3
Pre-Professional Assistant	3	2	1
Facilities	17	16	1
Customer Service Representative	91	82	9
Total			19

Only Position Titles with vacancies are listed.

*Budgeted Positions: Custodian (7), Senior Accountant (1) still included in Budgeted Positions count

Change in the positions filled number represents promotions of CSR's to Clerk/TTA positions during the 2018/2019 fiscal year

Approval is requested to accept the Human Resources Report as presented.

COMMISSION ACTION

Commissioner Bellant moved approval. Commissioner Inniss-Edwards supported. The motion passed unanimously.

Minutes were approved at the April 16, 2019 Commission Meeting

COMMITTEE ON FINANCE

Approval of the Routine Report on Finance

The following accounts have been examined and found correct by the staff of Business and Financial Operations and ratification of payment is recommended.

<u>Summary of Expenditures</u>			
<u>PUBLIC FUNDS</u>			
<u>PAYMENTS PROCESSED BY THE CITY OF DETROIT</u>			
1	Payroll	February 2019	\$1,009,058.27
2	Total Vouchers – Processed on FUSION	459 - 513	\$741,899.72
3	FY 2019 Benefits Plan		\$0.00
4	FY 2019 General Retirement System (GRS)		\$0.00
5	FY 2019 Central Staffing Services		\$0.00
6	FY 2019 VEBA Liability		<u>\$260,462.52</u>
Total Processed by City of Detroit			<u>\$2,011,420.51</u>
<u>PAYMENTS PROCESSED BY DPL</u>			
1.	Public Funds/Comerica Checking	Checks 1314 - 1316	\$9,326.50
2.	Branch & Main Library Deposit Checking Account	Checks 6412 - 6476	<u>\$77,978.72</u>
Total Processed by DPL			<u>\$87,305.22</u>
GRAND TOTAL			<u>\$2,098,725.73</u>
<u>Summary of Expenditures</u>			
<u>RESTRICTED/DESIGNATED FUNDS</u>			
1.	Burton Endowment Checking	Checks NONE	\$0.00
2.	O'Brien Checking	Checks 4707 - 4710	\$3,335.60
3.	Programs & Gifts	Checks 2672 - 2690	<u>\$6,829.02</u>
GRAND TOTAL			<u>\$10,164.62</u>
<u>CREDIT CARD EXPENDITURES</u>			
1.	Executive Director		\$29.90
2.	Executive Director's Office – used for general office purpose		\$0.00
3.	Chief Financial Officer		\$141.00
4.	Human Resources Department		\$756.98
5.	Marketing Department		\$2,472.26
6.	Technical Services		\$2,519.76
7.	Facilities Department		\$4,310.72
8.	Information Technology		\$125.50
9.	Purchasing		\$2,760.47
10.	Security		\$13.00
11.	Public Services		<u>\$1,380.56</u>
GRAND TOTAL			<u>\$14,510.15</u>
Note: These are December 2018 Credit Card Purchases			

COMMISSION ACTION

Commissioner Adams moved approval of the routine report on finance as presented. Commissioner Bellant supported. The motion passed unanimously.

Minutes were approved at the April 16, 2019 Commission Meeting

NEW BUSINESS

Detroit Public Library Foundation Update

Mr. Sean Everett, Executive Director, DPL Foundation, gave a brief report of behalf of the Foundation.

OLD BUSINESS

Recognition Resolution for Mary Jo Vortkamp

President Adams read the following resolution honoring Ms. Mary Jo Vortkamp for her work and recognition from the Skillman Foundation:

Whereas, Mary Jo Vortkamp began her career at the Detroit Public Library as a student library assistant in 1985, and then held positions as junior clerk and clerk; and

Whereas, Ms. Vortkamp's career as a librarian began in 1996 when she became a Librarian I, then becoming a Librarian II in 1998, and Librarian III/Assistant Manager in 2000; and she was promoted to assistant manager at the Knapp Branch in 2004, and became manager of the Benjamin Franklin Branch in 2006; and

Whereas, Ms. Vortkamp has been recognized for supporting various community organizations including Head Start, Goodfellows, and the Read Detroit AmeriCorps program; and

Whereas, in 2018 the Skillman Foundation included Ms. Vortkamp in its "50 People Who Represent the Heart of Detroit" recognition for her work with Detroit's children; now,

Be it therefore resolved, that the Detroit Library Commission expresses its appreciation of Ms. Vortkamp's dedication to making a difference in the lives of Detroit's children and for working to develop them into skilled and literate adults who love to read.

COMMISSION ACTION

President Adams moved adoption of the resolution. Commissioner Bellant support. The motion passed unanimously.

The meeting was adjourned at 2:25 p.m.

Minutes were approved at the April 16, 2019 Commission Meeting